

14 September 1973

MEMORANDUM FOR: Deputy Director for Management and Services
SUBJECT : Weekly Report - Office of Training

I. Recent Activities

A. Latin American Seminar

The Seminar began on Tuesday, 11 September. It will run one afternoon a week through 27 November. All Directorates except the Science and Technology Directorate are represented.

B. Senior Seminar

[redacted] visited the staff on 11 September to discuss the contents of the Seminar blocks on "Methodologies of Interest to Intelligence." [redacted] will give the overview presentation on "New Methodologies" in Seminar Four as he did in the previous Seminar.

[redacted], most recently Chief of Station, [redacted] has joined the Branch. He will participate in the Seminar and will also have responsibility for the Chiefs of Station Seminar.

C. Operations Support

Fifteen young women and one young man, all from the DDO, and with an average GS-Grade of 5.6, are attending the three-week, Operations Support Course, which began on Monday, 10 September, [redacted]. The course is one of several recently transferred from OTR's headquarters curriculum [redacted]

D. Space for Language Classroom

Through the good offices of Messrs. [redacted] and [redacted], OTR now has a much-needed room in the Headquarters Building for its daytime language training. An added bonus is their arranging to have the room readied for use by 24 September, the scheduled date for the start of a class in Japanese.

E. Response to Secret Service

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In response to the Director's request that OTR negotiate with the Secret Service to withdraw the application of one of its officers for the Survey of Intelligence Information Systems course, [] Acting for the Chief, Functional Division, OTR, telephoned Mr. Arnold J. Lau, DDTR, Secret Service, to discuss the withdrawal. Mr. Lau was understanding and sympathetic to CIA's concerns about pending legislation and other policy matters, and agreed to withdraw the application. He was assured that if the door is reopened, OTR will consider applicants from his Service.

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F. []

When a member of the Intelligence Community Staff negotiated the lecture appearance with [] we understand he was promised a film print of his presentation. OTR sent the recently finished film to [] at his New York office; the second, and only other print, is now with Central Reference Service for its files.

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G. Civil Service Commission

The Civil Service Commission has announced a reduction in tuition charges, ranging from \$5-30, for a number of interagency courses. The reduced charges were effective on 2 September and were evidently made possible by CSC's anticipating increased attendance at its courses. Using an average yearly attendance, OTR estimates the savings to the Agency will be \$4500.

II. Upcoming Developments

A. Brookings Institution

Senior Training Officers (STOs) have been asked to submit the names of additional candidates for "Conferences on Business and Contemporary Society" the Brookings Institution has scheduled in Los Angeles, Atlanta, and in Chicago for FY 74. The request to the STOs was in response to a special invitation to me, as Chairman of the Training Selection Board (TSB), from the Director of Brookings Institution. The TSB will review the candidates at a meeting to be scheduled in late September.

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Alfonso Rodriguez
Director of Training